

0910.02 Records Retention and Disposal Schedules

Issued January 1, 1994

SUBJECT: Records Retention and Disposal Schedules.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To specify procedures for establishing a Retention and Disposal Schedule for an agency's records, in order to comply with all legal, fiscal, administrative and historical requirements of State government.

CONTACT AGENCY: Department of Management and Budget (DMB) - Office Services, State Records Management Services Section
3405 N. Logan/King Blvd.
Lansing, Michigan 48913.

TELEPHONE: 517/335-9132

FAX: 517/335-9418

SUMMARY: Agencies are required to have a Retention and Disposal Schedule. It is the fundamental tool used in the records management process. In general, an agency is to request that a Records Center analyst conduct a physical inventory of the records to be retained, transferred or disposed of, and develop a schedule. Thereafter, agencies are to follow the schedule or have it amended.

APPLICABLE FORMS: DMB-504, Retention and Disposal Schedule.

PROCEDURES:

General Information:

- A Retention and Disposal Schedule may cover only the records of an individual office, or it may cover an entire department.
- The schedule is a legal document which must be approved by the agency's authorized representative, plus the Auditor General, Attorney General, Bureau of History of the Department of State, Department of Management and Budget and the State Administrative Board. (See also Procedure 0920.02.)
- An agency shall retain, transfer and dispose of its records only in accordance with the provisions of its Retention and Disposal Schedule.
- The Retention and Disposal Schedule serves as the agency's reference guide when preparing a records transmittal form to transfer records to the State Records Center (See Procedure 0910.03). (See also Procedure 0920.02.)
- Microfilm, in certain instances, may be used in lieu of retaining original paper documents (See Procedure 0910.08). Records shall not be converted to microfilm unless the Retention and Disposal Schedule provides for that conversion. (See also Procedure 0920.02.)
- An approved Retention and Disposal Schedule shall remain in effect until formally changed by a new or amended schedule.

Agency:

- Is required to have its records listed on a Retention and Disposal Schedule.
- Must use 1 of the 2 types of Retention and Disposal Schedules:

- An Agency Retention and Disposal Schedule is a schedule that is prepared specifically for an individual agency. It lists the particular records that the agency uses.
 - A General Records Schedule lists records, such as Accounting or Civil Service records, that are used commonly by all departments. General Records Schedules are used primarily by Accounting and Personnel offices. Copies may be obtained by calling Records Management Services at (517) 335-9132.
 - Must use its Retention and Disposal Schedule to determine which records it must keep, and for how long. The schedule also will prescribe in what format and where the records will be retained, and the manner of their disposal.
- Assures that its Records Management Officer trains individuals responsible for records control and disposal to be aware of the relevant Retention and Disposal Schedule information, and provides additional distribution copies as required.
 - Acquires the services of a records analyst for the purpose of establishing a new or revised Retention and Disposal Schedule, by submitting a written request to the Records Management Services Section.

Records Center Analyst:

- Prepares Retention and Disposal Schedule for a requesting agency.
- Conducts a physical inventory of an agency's records as a part of the initial records scheduling process. Adjustments may be made to existing schedules by issuing an interim amended schedule, without the need to revise an entire Retention and Disposal Schedule.
- After receiving approval from the necessary authorities, sends 2 copies of the signed Retention and Disposal Schedule to the Records Management Officer of the department whose records are listed on the schedule, and another copy to the State Archives. The original signed Retention and Disposal Schedule is retained by the Records Management Services Section.

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